

memorandum

DATE: APR 13 1992

REPLY TO

ATTN OF: SNSD:OPR:GEG

SUBJECT: Administrative Escort Policy

TO: P. M. Ramey, Area Manager, AAO
J. A. Morley, Area Manager, DAO
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J. L. Loftis, Acting Director, MSD, AL

We have recently received a number of requests to clarify DOE and AL policy regarding escort procedures. Although several different DOE Orders address the requirement for an escort under certain situations, none provide detailed instructions. Hence, this memorandum establishes minimum requirements for situations involving escorted entry to security areas. You may establish more stringent local policy if you wish.

All uncleared persons who require access to a security area must be continually escorted while within the area. Persons assigned as escorts must be "Q" cleared employees who are knowledgeable of their escort responsibilities and familiar with the area in which they are performing escort duties. The primary function of an escort is to ensure that an uncleared person is prevented from gaining access to classified matter or Special Nuclear Material (SNM).

Uncleared persons are permitted to be within security areas only for the period of time their presence is required to accomplish essential official business which cannot be accomplished outside a security area. This rule implies brief, non-routine, presence in the area and, if complied with, generally precludes the need to further limit the time an uncleared person is present in a security area.

Uncleared employees who are awaiting a clearance, or who do not require a clearance, must be assigned work space in a non-security area. Until their clearance is granted they may enter a security area only when their presence is required for essential official business which cannot be conducted elsewhere. There are no provisions for an uncleared employee to work under escort in a security area on a continuing basis.

Finally, and perhaps most importantly, a need to merely be present within a security area is not sufficient justification for a security clearance. A security clearance may be requested only when an individual legitimately requires access to classified information, SNM, or an exclusion area and must not be requested solely to avoid the inconvenience associated with escorting uncleared individuals.

Compliance with the letter and intent of this policy will be a matter of special interest during our annual security surveys and periodic overnight visits to your facility.

George Gould of my staff may be contacted at FTS 845-5629 if further information is needed.

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David A. Gurule
Director, Security and
Nuclear Safeguards Division

cc:

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